How to Manage a Job Offer

After months of interviewing, you’ve received an internship/job offer. Congratulations – a company sees your value and wants to hire you! The very next questions you should ask yourself are “Do I want this internship/job? Is it aligned with my career goals?” If you don’t ask yourself these questions, you may end up in an awkward situation weeks or months later. If the answer to the above question is a heartfelt “Yes,” and you’ve accepted the offer and passed any pre-employment background checks, now is the time to cancel all other interviews that you have scheduled. Email your contact to thank them for the opportunity to interview and let them know that you cannot continue in the process because you’ve accepted another offer. If you receive an offer and are concerned that you might be able to find something better, this internship/job may not be exactly what you were looking for.

In that case, especially if you’re early on in your internship search, it’s also completely OKAY to ask for more time to make your decision! It’s also okay to say “No thank you” to an offer if you decide it’s not right for you. “Why don’t I keep interviewing?” you might ask yourself. “I might find something better.”

Once you have accepted an offer verbally and in writing, you have made a commitment to start working for that company. If you were to keep interviewing and accept an offer from another company while backing out on the first offer that you accepted, you’re putting your professional reputation at risk.

The practice of backing out on a job offer is called reneging, and recruiters and hiring managers remember candidates who do this -- not in a good way. The world is small, and you may encounter someone from that company the next time you’re looking for a job; they’ll be less inclined to hear you out.

If for any reason you do accept an offer and later decide to renege, take the time to apologize for the considerable time and effort that the company put into hiring you and, if you’re comfortable, explain your decision.

Contact your career coach in the Engineering Career Center to help manage the communication with employers. We’re good for more than just resume reviews! ☺

---

Engineering Tech Career Fair
Majors: CS, CE, ECE

DATE: Wednesday, Feb. 28th
TIME: 12 PM – 4:00 PM
LOCATION: Student Center East, Illinois Rm

---

EVENTS

CIA Info Session/Simulation
 Tues. Feb. 13th | 12PM – 4PM
 SSB Conference Rm.
 Event Details

Resume Drive-In
 Majors: CS, CE, ECE
 Wed. Feb 21st | 4PM-6PM
 CS Lounge
 Event Details

Engineering Tech Career Fair
 Wed. Feb. 28th | 12PM – 4PM
 Student Center East, Illinois Room
 Event Details

Internship/Part-time Job Fair
 Thurs. Feb 15th | 10AM – 2PM
 SCE, Illinois Rm.
 Event Details

DNVGL Info Session
 Wed. Feb. 14th | 5PM – 6:30PM
 ERF 1043 | Majors: ChemE, ME, EE,
 Event Details

BW Design Info Session
 Majors: ME, EE, CE, Chem E
 Mon. Feb 26th | 5PM-6:30PM
 ERF 1043
 Event Details

LinkedIn Workshops
 Every Tuesday | 3-4PM
 ECC – SEO 822
 LinkedIn Workshop Info

---

Note: Only a few slots available!

SIGN UP HERE

---

NOW HIRING Feb. 2 - Feb. 12: Featured Employers

---

We are now on Twitter! @EngrCareersUIC. Follow us to learn about jobs, events, news & more!